

OFFICE OF THE ADJUTANT GENERAL
VIRGINIA NATIONAL GUARD
BUILDING 316, FT PICKETT
BLACKSTONE, VIRGINIA 23824-6316

NATIONWIDE AGR VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 22-04 **POSITION TITLE:** Executive Officer

GRADE: LTC/05

AOC: 11A00

FEMALE ASSIGNMENT ELIGIBILITY: No

UNIT: HHC 1st Bde, 29th ID (L)

LOCATION: Staunton, Virginia

OPENING DATE: 5 February 2004

CLOSING DATE: 8 March 2004

POC FOR ADDITIONAL INFORMATION: CPT Hunt, (434)298-6337 or DSN 438-6337 or e-mail Mrs Brenda Ralls at brenda.ralls@va.ngb.army.mil

WHO MAY APPLY: Open to all AGR/Military Technicians/Traditional officers, LTC/05 or promotable MAJ/O4 who are members of the Virginia Army National Guard or eligible to become a member of the Virginia Army National Guard. Must be qualified in the following AOC: 11A00.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES: Provides supervision, management, leadership and coordination to the full-time support personnel as the full time OIC for the Brigade. Provided day-to-day actions insuring that command decisions, plans and concepts are implemented. Provides timely evaluations and appraisals as appropriate for full-time support personnel. Acts as selecting supervisor when so designated and has approval/disapproval for cause, on selections recommended by subordinate supervisors. Receives grievances and resolves them when possible at that level. Takes necessary and formal disciplinary actions and proposes to higher authority specific, appropriate formal action as warranted. Approves/disapproves leaves/passes and recommends action in unusual cases as in the granting of advance leave, LWOP, etc. Visits subordinate units on a regular basis to provide guidance and assistance, to insure command programs are implemented, evaluate their effectiveness and conduct facility inspection for maintenance, repair, police and housekeeping activities. Serves as a principal representative of the National Guard in the community. Provides for support of community activities as appropriate and provided for by regulations. Acts as a point of

VAHR-M

SUBJECT: VaARNG AGR Vacancy Announcement Number **22-04**

contact for news media relations. Insures that National Guard armories, facilities and property are properly utilized, provided security and cared for. Perform other duties as required.

HOW TO APPLY: All interested applicants must submit the following documents:

1. Completed NGB Form 34-1 (signed and dated)
2. Copies of last five OERs
3. **Certified** copy of DA Form 2-1
4. Copy of current physical (DD Form 2807-1 and DD Form 2808 completed within the last 5 years)
5. Photograph in Class A uniform (taken within the last 12 months). Official photo not required. Photo must be dated.
6. Documentation to support all periods of active duty service creditable for retirement (**DD Forms 214 or 1506 or NGB Forms 23/23B**).
7. Any additional information the applicant may wish to submit for consideration (DA Form 705 PT Test, Height and Weight Statement, etc.)

SECURITY CLEARANCE: Position requires a "SECRET" security clearance. Must be able to obtain as a minimum, an "interim" clearance **prior to appointment** to the position. If tentatively selected for a position and soldier cannot be granted an interim clearance prior to appointment to the position, and a waiver is not approved, the offer for the position may be revoked.

QUALIFICATION REQUIREMENTS: Must meet all selection criteria IAW NGR 601-1, 600-200, 600-5, 600-10 and AR 135-18.

SPECIAL INFORMATION: Incomplete applications submitted for this vacancy announcement will not be considered. Applicants are responsible for maintaining current information on their application. Failure to provide current information may result in non-referral for consideration.

REMARKS: Submit applications to this HQ, ATTN: VAHR-M, Building 316, Ft Pickett, Blackstone, Virginia 23824-6316, NLT close of business on 8 March 2004. Do not submit application packets in notebooks, folders, document protectors or with any other form of binding.

VAHR-M

SUBJECT: VaARNG AGR Vacancy Announcement Number **22-04**

A complete listing of all current Virginia National Guard AGR Employment Opportunity Announcements is available at www.varich.ang.af.mil (Click on Job Announcements).

FOR THE ADJUTANT GENERAL:

//signed//
DAVID A. ARCHER
COL, AD, VaARNG
Human Resource Officer